

S-E-C-R-E-T

21 January 1958

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OFFICE OF COMMUNICATIONS ORDER NO. 4-58

SUBJECT: Equipment Board

RESCISSION: OC Order 10-56, dated 1 March 1956

1. The Research, Development and Production Review Board is hereby dissolved and the Equipment Board established.

2. The Equipment Board is responsible to the Director of Communications for the following:

a. The establishment of Office of Communications systems concepts in support of Agency objectives to include equipment requirements and time tables and the subjecting of these requirements and time tables to continuing review and report.

b. Recommending equipment research and development programs as well as procurement and distribution program requirements as they pertain to the Office of Communications.

c. Continuing review of the OC Research and Development Program.

d. Reviewing equipment priorities, production, and inventory quantities.

3. The Equipment Board will consist of the following membership:

a. Special Assistant IIAL	Chairman
b. Chief, Policy and Planning Staff	Member
c. Chief, Engineering Division	Member
d. Chief, Operations and Training Division	Member
e. Chief, Security Division	Member
f. Chief, Supplemental Programs Division	Member

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4. The Deputy Director, Communications, shall be a member of the Board--ex officio.
5. Secretarial service shall be provided by the Chairman.
6. Additional members may from time-to-time be appointed to the Board at the direction of the Director of Communications.
7. Alternate members shall be selected by the regular members as necessary except that the alternate chairman will be the Chief, Policy and Planning Staff.
8. Non-voting participants to the Board may be appointed by the regular members as necessary for advice and consultation.
9. The OC Equipment Board will hold regularly scheduled meetings the first Wednesday of each month at 1400 hours. Meetings will normally be held in the Conference Room, 2035 Eye Building.
10. Items for consideration by the Board are welcomed from any employee of the Agency. Such items should be addressed through appropriate channels to the Board Chairman.



Director of Communications

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Distribution: #3

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